

BOARD OF COMMISSIONERS REGULAR MEETING

St. Germain Manor Community Room

401 Mineral Spring Avenue

Pawtucket, RI 02860

Wednesday September 17, 2014 at 5:30 P.M.

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract of Minutes of previous year September 18, 2013 Meeting

5. Approval of Minutes from August 20, 2014 Meeting

6. Correspondence

6A. U.S. Department of Housing and Urban Development – Section Eight Management Assessment Program (SEMAP) Remote Review – dated September 4, 2014

6B. U.S. Department of Housing and Urban Development – Housing Discrimination Complaint, Torres vs. Pawtucket Housing Authority – dated July 31, 2014

6C. Letter(s) of Commitment – Resident Opportunity and Self Sufficiency (ROSS) – Service Coordinators Grant

State of Rhode Island and Providence Plantations, Department of Labor and

Training – dated August 18, 2014

Rhode Island College Outreach Programs – dated August 7, 2014

7. Report of the Executive Director

- **Personnel Contract Log**

8. Consent Agenda - Department Reports

- **Housing Management**

- o **PHAS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

a. Service Contract Log

- **Security**

- **Resident Services**

- **Section 8**

9. New Business

9.1 Resolutions

- **Resolution #1063 – Approval to transfer \$45K from the COCC Other Administrative account to the Tenant Services account**

9.2 Approvals

10. Old Business

11. Executive Session

A. Approval of Executive Minutes from May 21, 2014 Meeting

B. Union Negotiations – Update Union Negotiations and Possible Ratification of two (2) year contract 4/1/14 – 3/31/16 with Laborers' Contract

C. Update on Teamsters Negotiations

D. Personnel Matters

12. Other Business

13. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

The meeting was called to order by Chairperson Kevin Rabbitt at 5:32 P.M. with a motion by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call those present and those absent were as follows:

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice Chairperson Absent

Stella Carrera, Commissioner

Harvey Goulet, Commissioner

George Kelley, III, Commissioner

Robert Ricci, Commissioner

Beth Roberge, Commissioner

Stephen Vadnais, Executive Director

Maureen McNulty, Executive Secretary

Jim Goff, Deputy Executive Director

James Ruthowski, Director of Security

Robert Corsini, Director of Operations

Joseph Loconto, Finance Director

Lisa Cloutier, Attorney

Jeff Kastle, Attorney

Resident and Public Concerns

Chairperson Rabbitt addressed the residents asking how their housing is at St. Germain Manor. Most residents said they don't have any problems with their housing. Director Vadnais spoke on the designated smoking area under the canopy. He then had a request to remove the smoking can from building A. Housing will follow up. Diane Adamek, president of the residents association noted residents smoking at building D and not under the designated canopy. Director Vadnais asked if we need to have another smoking cessation meeting and the answer was affirmative. Tillie Barros from building A complained of the smoke in the halls. Director Vadnais explained that we posted the non-smoking rules which are as follows. When we identify a person violating the rules they will get a warning and a friendly reminder to stop. A second reminder will be issued after a few weeks and by the third time a conference will be called with the development manager. One more offense and a lease compliance letter will be issued. Next the parking issue for residents and handicap parking was brought up by Jessie and Julia from A building. Jim Ruthowski will address this with letters to residents and family members concerning elderly and handicap parking spaces being lost. He can also follow-up on the license plate numbers of offenders. Julia asked what they can do at night when someone has

their parking spot. Director Vadnais said to contact the security guard. A discussion on the sweeping of the parking lot was next. Director Vadnais said we do have some budget issues. We will make sure next year it will get done. Also brought up by a resident at St. Germain was our solar panel not operating. The director noted that there is a leak in the system and we are working diligently on the system for a solution. The condition of the hallway rugs was discussed. A schedule on cleaning will take place as wear and tear is a problem. We will put the rugs on the agenda for the Five Year Capital Plan. We will do physical needs assessment and look at our priorities because we now have shrinking capital fund dollars. We will look at it as a work item. Diane Adamek asked about the use of sterno fluid under serving dishes. We will look into it. Anita from the B building brought up her floor condition and the Director reminder her that she did bring this up once before possibly four or five years ago. The Director will go with the maintenance staff and inspect the floors. Ms. Evora mentioned soot coming into her apartment. He said he will look into it.

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of August 20, 2014 meeting.

There were no other questions or objections.

A motion was made to approve the minutes of the August 20, 2014 meeting by Commissioner Carrera and was seconded by

Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for August 2014. Chairperson Kevin Rabbitt reviewed correspondence 6A Section Eight Management Assessment Program (SEMAP) Remote Review. He questioned the Executive Director as to any change to the SEMAP rating score. Director Vadnais said that the score is 100 and there were no changes to the HUD SEMAP rating. This was a letter commending the PHA on its quality control system.

There being no further questions the Correspondence Report was received and placed on file.

Executive Director’s Report

Chairperson Rabbitt asked if anyone had any objections or questions to the Executive Director's Report for August 2014. Director Vadnais reviewed his report for the Board. The Pawtucket Housing Authority has implemented the smoke free policy. Meetings will be held at Kennedy, Burns and Fogarty Manors on the policy. The family developments will be meeting in October. It is up to the development managers to implement the policy. We are applying for a Choice Neighborhood Plan Grant for the Galego-Woodlawn neighborhood with an expected 2-3 year plan process. PHA electrician Robert Plouff resigned his position with a two-week notice. We will evaluate whether or not to fill his position or if it would be cost effective to contract out these services stated Director Vadnais. We have Rossi Electrical, G&H Electrical and Bob Plouff to submit a proposal. On code related items his pricing was cheaper. We will look at ground fault, code, quantifying issues and bidding procedures. Chairperson Rabbitt questioned who is more involved in this issue. Director Vadnais stated he was involved in the proposal. Bob Corsini did the analysis with G&H at \$95 per hour and Bob Plouff \$60 per hour. Commissioner Goulet asked if we advertised and the Director said no. We evaluated the work to be done to see which way we solicit, i.e. get three quotes as under the procurement policy from \$15K to 100K without a spec if not needed. We create the spec and solicit with advertisement when over \$100K. Then we have to advertise in the newspaper. The Director said he would like to see in the spec an award to two or three people on pricing so you can go to the next person on the list. Operations Director, Bob Corsini noted G&H

Electric has been a backup and also Rossi Electric. Our company electrician was there if needed. Chairperson Rabbitt asked finance director Joe Loconto how much electrician Bob Plouff's salary cost the housing authority. Mr. Loconto said \$96K a year. Commissioner George Kelley asked if we will hit the \$96K mark. Director Vadnais said from time-to-time we have to go out for more complex electrical work. If you have a contract with one or two contractors, you still have to go out and get bids for different work. How do you quantify electrical requirements for the Board? We look at the work order reports by year. Chairperson Rabbitt asked to have specs written up for a contract and let them bid an hourly rate on contracts. Commissioner Kelley asked if we could place a \$60 per hour limit rate and not to exceed. Director Corsini noted that this would limit your market and your skill set.

There being no questions The Director's report was received and placed on file.

Consent Agenda Department Reports

• Housing Management

Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing

Management Reports for August 2014. Chairperson Rabbitt spoke to Jim Goff and said the numbers don't look good at 560 Prospect. Mr. Goff explained that the 14-day notices go out to the tenants. It should be up to 95% each month. He has the managers tracking it door-to-door and then they let me know the balances. This month it

was \$43K in charges and we collected \$78K. We have 30 to 40 people with late payments always and we should be able to take them to court for that behavior. Chairperson Rabbitt said that was unacceptable. Commissioner Carrera noted that every month we go through the same thing. What is the solution? Nothing has changed.

There were no further questions or objections to the Housing Management report at this time.

o MASS Report

Chairperson Rabbitt asked if there were any questions or objections regarding the August 2014 MASS Report.

There were no further questions or objections to the Housing Management report at this time.

• Legal Status Report

Chairperson Rabbitt asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for August 2014.

There were no further questions regarding the Legal Status Report.

• Operations

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for August 2014. The Chairperson asked the Operations Director, Robert Corsini about the trip hazard elimination process he presented in his report. He was interested in

knowing if Mr. Corsini shared this information with Lance Hill, Director of Public Works. He had not but under the Chairperson's direction he will email it to Mr. Hill and Tony Pires, Chief of Administration. Next item discussed by the Chairperson was under New Contracts; the parking lot expansion at Fogarty with a change order approval of \$55,122. Director Corsini explained that because of high content of lead found in the soil, 16 tons of soil were remediated and had to be specially removed. It took us back 13 to 14 days. There were no further questions or objections regarding the Operations Report.

- Finance

Chairperson Rabbitt asked if there were any questions or objections regarding the Finance Reports for August 2014
There were no further questions or objections regarding the Finance Report.

- o Service Contract Log

Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for August 2014.
There were no further questions or objections.

- Security

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Reports for August 2014.
There were no further questions or objections.

- **Resident Services Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Reports for August 2014.

There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Reports for August 2014.

There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Rabbitt asked that the Consent Agenda for August 2014 be received and placed on file.

New Business

- **Resolution #1063 – Approval to Transfer \$45K from the COCC Other Administrative account to the Tenant Services account**

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1063 – Approval to Transfer \$45K from the COCC Other Administrative account to the Tenant Services account.

Chairperson Rabbitt asked for a motion to approve Resolution #1063

– Approval to Transfer \$45K from the COCC Other Administrative account to the Tenant Services account.

A motion was made by Commissioner Carrera and was seconded by Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Executive Session:

Chairperson Rabbitt requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1 & 2. A motion was made by Commissioner Carrera and seconded by Commissioner Goulet with an affirmative vote by roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelly

Commissioner Ricci

Commissioner Roberge

Time in Executive Session 6:20 P.M.

**Motion to come out of closed meeting and seal the minutes,
accordance with RI**

**Law Sec. 42-46-4. A motion was made by Commissioner Carrera and
seconded by Commissioner Ricci with an affirmative vote by roll call:**

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelly

Commissioner Ricci

Commissioner Roberge

Time out of Executive Session 6:50 P.M.

Approval of Executive Minutes May 21, 2014

Chairperson Rabbitt asked for a motion to approve the Executive Minutes for May 21, 2014. A motion to approve the Executive Minutes of May 21, 2014 was made by Commissioner Carrera and seconded by Commissioner Ricci with an affirmative roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelly

Commissioner Ricci

Commissioner Roberge

NAYS

Old Business:

Chairperson Rabbitt discussed the Audit Financial Statements for year ended March 31, 2013 beginning with the public housing tenant files. After being cited last year it seems to be worse. Director Vadnais said that after the discussion at the last Board meeting he asked Jim Goff to put something together for the Board to view. Mr. Goff met with the managers and said this was unacceptable and he has put quality control measures in place to monitor this. Director Vadnais noted that the Center for Housing Management would come

out one time to do quality control and training with the staff. I will get more information. Chairperson Rabbitt noted that last year we were cited and he asked Mr. Goff if he talked to the staff then. He did meet with managers to go through the process of checking-off on a list and then initial the work. I did have managers approve rent changes and certifications. I added it to the category list as they went through the process, follow up and to make sure it was in the file. Chairperson Rabbitt asked if the files are in order now and Mr. Goff said two staff members are assigned to the files to review them.

Procurement policy with Bob Corsini, Director of Operations was discussed by the Chairperson. The Chairperson asked if the PHA has a contract amount from zero to \$100K, do we go out to bid and was this advertised? Mr. Corsini said no; we missed advertising it but we solicited it. The Chairperson said this should have been an automatic advertisement. How did you do your selection? We had specs and a bid conference. Director Vadnais said going forward when we do a job we will clarify the bid with an “ad column” in the service contract and give the Board a fresh copy of the procurement policy. We can also have legal counsel review it. Mr. Corsini agreed that it should have been advertised. The Chairperson then reviewed the audit memo of August 29, 2014 with Finance Director Joe Loconto specifically; budgetary controls, policies and procedures, general depository agreement, financial accounting records, inventory of materials and the cooperative agreement with the City of Pawtucket.

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners September 17, 2014 meeting.

A motion to adjourn the Board of Commissioners September 17, 2014 meeting was made by Commissioner Goulet and seconded by Commissioner Carrera.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Adjournment at 6:55 P.M.